



COLORADO NATIONAL GUARD

HUMAN RESOURCES OFFICE

SF 52 GUIDANCE

FOR TECHNICIAN PERSONNEL ACTIONS

IMPORTANT:

**PLEASE ENSURE THIS DOCUMENT IS DUPLICATED AND
DISTRIBUTED TO EVERY SUPERVISOR IN YOUR AREA**

5 October 2006

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
COLORADO NATIONAL GUARD
HUMAN RESOURCES OFFICE
6848 South Revere Parkway
Centennial, Colorado 80112-6709**

COHRO (690)

5 October 2006

MEMORANDUM FOR ALL Colorado National Guard (CONG) Supervisors

SUBJECT: Standard Form (SF) 52-B Guidance

1. Purpose. This policy letter contains procedures for completion and submission of the Standard Form (SF) 52-B, dated 6-30-93. The SF 52-B is used by supervisors/managers in requesting all personnel and position actions.
2. Applicability. This policy letter is applicable to all Title 32 Colorado Air and Army National Guard Technician employees. It supersedes the previous instructions contained in Policy Letter dated 1 September 2002.
3. References. SF 52-B (Request for Personnel Action) and Department of Military Affairs Regulation (DMA) 690-200 ANG (Merit Placement Plan), dated 1 May 1996.
4. Types of actions. Refer to Enclosure 1 for the most common types of personnel and position actions requested by the CONG. They are categorized as:
 - a. Personnel Actions. Actions which pertain only to individuals. They include actions such as appointments, promotions, reassignments, details, separations, leave without pay (LWOP), return to duty (RTD), name change, and disciplinary actions.
 - b. Position Actions. Actions which pertain only to positions. Concerned primarily with position establishment and abolishment (cancellation).
 - c. Combined Personnel and Position Actions. Actions which pertain to individuals and their positions. They include fill position, establishment of a temporary position,

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abolishment of vacated temporary position, promotion of an employee to a different position and the abolishment of position vacated.

5. Preparation of SF 52-B. Enclosure 1-1 contains specific instructions for the completion of a SF 52-B. Enclosure 2 is an example of a completed SF 52-B for a request to fill a position.

6. Routing of SF 52-B.

a. After the requesting office completes the SF 52-B, it is routed through the organization's appropriate chain of command where it is reviewed and approved. It is the responsibility of the unit/section to establish internal routing procedures and obtain the required signatures.

b. **Air only:** Submit all Colorado Air National Guard Title 32 SF 52-Bs through the 140th WG/FM (Finance) and/or Wing Executive Board (WEB) for funding and the Wing Commander's approval **prior** to submission to the HRO.

c. After the SF 52-B has been routed through the appropriate channels, ensure that the SF 52-B is forwarded to the Human Resources Office, ATTN: Classification/Staffing, 6848 S. Revere Parkway, Centennial, CO 80112-6709 (STOP: REV).

7. Effective Date of Action. The HRO will determine the actual effective date in accordance with applicable regulations and policies.

a. The HRO will not backdate an effective date or approve retroactive pay for promotions, appointments, change to lower grade, etc. If the HRO receives a SF 52-B **after** the Wednesday prior to the beginning of a new pay period, the Staffing Specialist will change the effective date to the next pay period.

b. Requesting offices should ensure that the SF 52-B is submitted to the HRO at least two (2) weeks in advance of the proposed effective date. This will allow the HRO to process the action in a timely manner. **It is imperative that a SF 52-B extending a Temporary appointment, LWOP, or an extension of a Temporary promotion is received NLT two (2) weeks prior to the employee's end date.**

8. Points of Contact:

a. Personnel Actions - Staffing Specialist, 720-250-1162, DSN: 250-1162.

b. Preparation and Receipt of SF 52-B – Classification Assistant, 720-250-1164, DSN 250-1164.

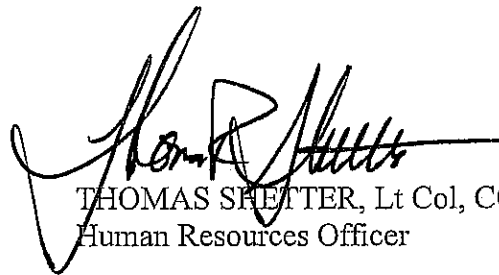
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- c. Position actions – Classification Specialist or Assistant, 720-250-1166, DSN 250-1166.
- d. Retirements – Employee Relations Supervisor, 720-250-1170, DSN: 250-1170
- e. LWOP/Benefits/Out-processing – Employee Relations Specialist, 720-250-1165, DSN 250-1165.
- f. Employee orientation/Awards – Employee Relations Assistant, 720-250-1172, DSN 250-1172.

Encls

- 1. SF 52-B Instructions
- 2. Completed SF 52-B (Fill Position)
- 3. Instruction for DMA 12-2000/12-2001
- 4. DMA Forms 12-2000 (AGR EA move)
- 5. DMA Forms 12-2001 (Tech EA move)



THOMAS SHETTER, Lt Col, COANG
Human Resources Officer

ENCLOSURE 1

ENCLOSURE 1

The following actions require the completion of an SF-52B:

Advertisement of a Position

When management has a vacant, established and fully funded position, it is then ready to be filled with an employee. Management submits a written request, SF-52B, to the Human Resources Office (HRO). Once the HRO receives this request, the "recruitment" process begins. Once completed, a selection is made and the position is "filled."

Change to Lower Grade

A personnel action, requested by the employee, which states he/she is willing to be permanently placed in another position at a lower pay grade in which fully qualified to accomplish. For example, a GS-318-05 Secretary requesting a change to a GS-04 in which fully qualified.

Detail

A temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. Details may be granted in increments of 120 days.

Extension of Temporary Appointment/Temporary Promotion

When management would like to extend a temporary employee past the NTE date, then he/she must submit a SF-52B to request that action. When an individual is on a temporary promotion, and management would like to extend the temporary promotion, then a SF-52B must be submitted along with the justification of why the extension is requested.

Leave Without Pay (LWOP)

An approved type of temporary leave in which the employee requests from the supervisor to be placed in a non-pay status. Employees may request LWOP for 80 hours or less by submitting an OPM-71, Application for Leave, to the Selecting Official. Requests for LWOP for on-the-job injury/illness in excess of 80 hours must be in writing and made a matter of record in the Official Personnel Folder (OPF) by promptly submitting an SF- 52.

a. Leave Without Pay (LWOP) – US or Personal. Employees requesting LWOP for Personal or Military duty reasons over 30 calendar days must submit request in writing thru their appropriate chain of command. Then they will need to contact the HRO and schedule a time and date to out-process. This step is important so that the employee doesn't incur any unnecessary debts while he/she is in a LWOP status.

Name Change

A personnel action generated at the employee's request due to his/her name changing for such reasons as marriage, divorce, etc. Appropriate documentation is sent to the HRO along with the SF-52B.

Position Establishment (also may be a cancel and establish)

Positions may be established or changed in accordance with the basic delegation of authority to an agency to carry out specific functions of the Federal Government, which will assure assigned missions are legally, and properly accomplished. Positions may be established and remain vacant if funds are not available to employ persons who would fill them or if for other reasons it is not considered appropriate or necessary to fill them. Before filling the position, a supervisor should assure that funds are available and that the position is properly authorized and classified. It should also be determined that the position is not scheduled to be changed or abolished through reorganization or other management action.

Position Review / Desk Audit

A personnel management specialist from the HRO reviews a position to assure the position description is adequate (duties and responsibilities properly defined) and the classification is proper. Various individuals can request position reviews: a Personnel Management Specialist, a Management Official, or the employee through his/her supervisor or as part of an informal appeal resolution.

Promotion

The change of an employee to a new position with a higher rate of basic pay

Reassignment

The change of an employee from one position to another without promotion or change to lower grade. The reassignment could include any of the following:

- a. Movement to a position in a new occupational series, or to another position in the same series.
- b. Assignment to another position in another section
- c. Assignment to a position that has been reclassified due to the introduction of a new or revised classification or job grading standard

Reduction in Force

RIF is a separation of an employee from his competitive level. Federal layoffs do occur occasionally as a result of a decrease in funds appropriated by Congress, reorganization, or a decrease in the amount of work. Large reductions are generally avoided by planning in advance and letting normal attrition take care of surplus employees. However, if early planning does not take care of surplus employees, the Agency has established RIF procedures that must be followed so that employees will be treated fairly. RIF's will be handled by the HRO in coordination with ACT.

Return to Duty

A personnel action, which brings an employee back to a pay status and duty after a continuous period of furlough, suspension, LWOP, or placement into a non-pay status action.

Separations:

a. Removal

A disciplinary separation action from Federal employment initiated by the agency for misconduct, disqualification, or poor performance when the employee is found to be at fault. Temporary employees may be removed from work due to lack of work or lack of funds. *Misconduct* happens when standards of conduct are broken. Misconduct can lead to disciplinary actions such as oral admonishment, written reprimand, suspension, or removal. Examples may include excessive tardiness, refusal to obey an order, fighting, theft, reporting to work while intoxicated, etc. *Disqualification* means an employee does not meet the conditions of employment, such as failure to pass the physical examination, failure to qualify during the probationary or trial period, or failure to make correct statements on the Federal application/resume. (a letter is another means of removing a technician depending on the nature and reason for the removal).

b. Retirement

A personnel action, requested by the employee, ending their Federal employment due to meeting requirements for retirement established by the Federal Government. There are two retirement systems employees may be covered under the Civil Service Retirement System (CSRS) for those hired before 1 January 1984 and the Federal Employees Retirement System (FERS).

c. Resignation

A personnel action, initiated by the employee to the supervisor, ending their employment with the Federal Government. A minimum of two weeks notice is desired, except in those few instances where a severe hardship would be imposed. Should it become necessary for an employee to resign while off the job, a resignation should be submitted to the supervisor by letter, if possible.

d. Termination

A non-disciplinary separation action initiated by the agency which results in the employee no longer being employed with the agency.

Suspension

Placement of an employee into a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reason or other reasons pending an inquiry.

Temporary Promotion

Placement into a higher grade on a temporary basis due to incumbent being in a LWOP status, LOD, mobilized.

Temporary Hire Request

Request to hire a temporary employee due to mobilization, extra work load, LWOP personnel. Need to have SF-52B approved by next higher level of management and submit along with justification of hiring a temporary employee and the employee's resume.

Time Off Award

An award given to an individual for a specific act or service performed. An individual can not exceed 80 hours in one leave calendar year. The maximum amount than can be requested at one time on an SF-52 is 40 hours.

PREPARATION OF STANDARD FORM 52-B

(Request for Personnel Action)

- **Guidelines for preparation of Standard Form 52-B by supervisors and managers pertaining to GAIN, LOSS, and CHANGE actions for technician employees and positions.**
- **Required information that supervisors and/or requesting officials need to fill out.**

ENCLOSURE 2

PART A – Requesting Office

Item 1 Actions Requested – Enter type of action requested. If action has a Not To Exceed date (NTE), fill in the date the action will terminate (i.e., Temporary NTE 12-31-06).

Item 2 Request Number – LEAVE BLANK

Item 3 For Additional Information Call – *Enter name, telephone number and fax number of the person most familiar with the request (i.e., Selecting Supervisor), who can furnish additional information to the HRO if required.*

Item 4 Proposed Effective Date – Enter MONTH, DAY, and YEAR action is requested to be effective. HRO will establish the actual date. FOR SEPARATIONS, show last date employee is expected to be on the rolls.

Item 5 Action Requested By – Unless the employee is doing the requesting (i.e., Name Change), this block will contain the name, military rank title, signature and request date of the First Line Supervisor.

Item 6 Action Authorized By – Enter name, military rank, title, signature, and request date of person authorized to approve the requested action for the organization (Next Line Supervisor, Director/Commander or Chief of Staff).

❖ *Signature is required for both Items 5 & 6. If there is no signature, request will be sent back to the requestor.*

PART B – For Preparation of SF-52B

Item 1 Name – When the action requested is for a specific employee, show name as it appears on official records. Leave BLANK when the action does not apply to a specific employee (i.e. fill position). NOTE: please do not use nicknames or shortened first names.

Item 2 Social Security Number – Applicable ONLY if Item 1 is completed.

Item 3 Date of Birth – Applicable ONLY if Item 1 is completed. When used, enter in six numerals by month, day, and year (mm/dd/yy)

Item 4 through 6F – LEAVE BLANK

Item 7 From: Position Title and Number – Complete this information for SEPARATION actions and PLACEMENTS of employees into non-pay status, and any action which moves an employee to a different position (i.e., leave without pay, reassignment or change to lower grade). Enter position title, position description number (PD) and the CPCN number as stated on the local SPMD (i.e., Automotive Mech 04711 18021).

Item 8 Pay Plan – Enter GS, WG, WL, WS, as appropriate.

Item 9 Occupational Code – Enter four digit numerical code (Series) from position description.

Item 10 Grade or Level – Enter grade of employee (2-digit number).

Item 11 through 13 – LEAVE BLANK

Item 14 Name and Location of Position – *Enter the following:*

*Departments of Army/Air Force, TAG-CO
6848 S. Revere Parkway
Centennial, CO 80112-6709.*

Underneath the address, enter the name of the unit/activity and the STOP #.

Item 15 To: Position Title and Number – Complete on ALL actions except non-pay actions and separations. Enter Position Title, Position Description number and the PDCN # as stated on the current local SPMD (i.e., 04711 18021).

Item 16 Pay Plan – Complete as in Item 8.

Item 17 Occupational Code – Complete as in Item 9.

Item 18 Grade – Complete as in Item 10.

Item 19 LEAVE BLANK

Item 20 If submitting a Time Off Award, complete with the number of hours requested.

Item 21 LEAVE BLANK

Item 22 Name and Location of Position's Organization – Complete as in Item 14.

EMPLOYEE DATA

Item 23 through 31 – LEAVE BLANK

Item 32 Work Schedule – Enter F (Full Time), or P (Part Time). NOTE: a **temporary** employee is not necessarily a part time employee. This is based on the number of hours worked bi-weekly. Anything less than 80 hours bi-weekly is considered part-time.

Item 33 Part Time Hours – Enter number of hours per pay period employee will work (less than 40 per week).

Item 34 Position Occupied – Enter 1 (Competitive Service-NDS employees), or 2 (Excepted Military service).

Item 35 – LEAVE BLANK

Item 36 Appropriation Code – ARMY – Enter SPMD paragraph and line number of the position (i.e., COL2110030). AIR – Enter the Office Symbol and SPMD FAC (FL2Y/LGM 130000).

Items 37 and 38 – LEAVE BLANK

Item 39 Duty Station – Enter city, county, and state (actual location of employment).

Items 40 through 51 – LEAVE BLANK.

PART C – Reviews and Approvals

LEAVE BLANK.

These areas will be completed by the Budgeting Official and the CAO (Army),
and the Finance Officer, 140th Wing (Air)/ (WEB),
and staff at HRO for final review and approval of the request.

PART D – Remarks by Requesting Office

Part D – Remarks by Requesting Office – Enter additional information necessary to explain the requested action. Indicate any special requirements, for example, works swing shift, reason for detail, extension of a temporary, temporary hire, etc.

For Promotion due as the result of a desk audit – Enter “Result of desk audit conducted on date. Attach the results of the desk audit to the SF 52-B.

For a Time-Off Award – Enter the justification for the award.

For Abolishment of Position – Enter justification for the position being abolished.

For Establishment of Position – Enter justification for position being established.

For Promotion, Temporary Promotion, or Change to Lower Grade – Enter justification.

For Reassignment – Enter the Employee's signature for acknowledgement and losing Supervisor's signature for concurrence. Also indicate reason for reassignment (such as "Management Directed Reassignment", or, "at Employee's Request"). NOTE: if the reassignment is at the employee's request write a statement requesting the change with the understanding that pay may be lower.

For Temporary Appointment NTE date – Enter the reason the temporary employee is required.

For Resignations – Attach a separate sheet with necessary facts if supervisor answers "yes" to the question. If the resignation is for permanent employee, enter "I understand that I must out-process with the HRO Employee Relations Section prior to my departure.
Employee Signature _____."

For a LWOP request – If LWOP on military orders (Title 10, AGR, or ADSW status) for over 30 calendar days, enter "I understand that I must receive a LWOP briefing by the HRO Employee Relations Specialist prior to my departure on LWOP.
Employee Signature _____."

For a Fill Position – Enter "This vacant position has been reviewed as required and I certify it to be accurately described and necessary." Ensure the Selecting Supervisor has reviewed the PD for that position.

VICE: Name of Previous Incumbent.

Maximum Military Grade: Enter maximum military grade for the position. NOTE: This grade must be lower than the Supervisor's grade. If the position is supervisory, also indicate the minimum military grade in order to avoid grade inversion.

MTOE Paragraph & Line #: Army only. Enter MTOE Para & Line No.

Selecting Supervisor: Enter name of the Supervisor that is responsible for the interviews and will make the final determination.

UIC: Army only. Enter Unit/Activity UIC.

Area of Consideration: Enter the area(s) from which applicants will be considered (i.e., "Limited to current Technicians of the COARNG", or, "Limited to current

members of the COANG and those eligible to enlist"). Please see Merit Placement Plan for more information on this requirement.

Tech/AGR: Designate if the position will be announced as Technician only or Technician and AGR, dependent on the Requirements Document and EUMD.

"Contingent upon vacancy of Incumbent" – Enter this statement if you are requesting to advertise the position based on a projected vacancy.

PART E – Employee Resignation/Retirement

Use only for voluntary retirements and resignations

- Item 1 The employee will enter the specific reason for resignation. The supervisor should counsel the individual to provide specific reasons rather than generalizations.
- Item 2 Employee will indicate last duty day or last day in an approved leave status.
- Item 3 Employee's Signature.
- Item 4 Enter the date the SF 52 is signed by the employee.
- Item 5 The employee will enter a forwarding address. The employee must complete this item to receive final payment, W-2s, etc.

PART F – Remarks for SF-50

Remarks for SF 50 – LEAVE BLANK. For HRO use only.

ENCLOSURE 3

Standard Form 52
Rev 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39)

1. Actions Requested		2. Request Number
FILL POSITION		
3. For additional Information Call (Name and Telephone Number)		4. Proposed Effective Date
2LT JOHN DOE, 720-250-XXXX		12/25/2006
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
2LT JOHN DOE, 720-250-XXXX		LTC MARTHA WASHINGTON, 720-250-XXXX

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
FIRST ACTION				
5-A. Code	5-B. Nature of Action			
5-C. Code	5-D. Legal Authority			
5-E. Code	5-F. Legal Authority			
7. FROM: Position Title and Number				
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary
				13. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj Base Pay	12D. Other Pay	
14. Name and Location of Position's Organization				
SECOND ACTION				
6-A. Code	6-B. Nature of Action			
6-C. Code	6-D. Legal Authority			
6-E. Code	6-F. Legal Authority			
15. TO: Position Title and Number				
AUTOMOTIVE MECHANIC				
04711 1821				
16. Pay Plan	17. Occ Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award
WG	5803	10		21. Pay Basis
				PH
20A. Basic Pay	20B. Locality Adj	20C. Adj Base Pay		20D. Other Pay
22. Name and Location of Position's Organization				
JFHQ-CO				
6848 S. REVERE PARKWAY				
CENTENNIAL, CO 80112-67809				
OMS 15/LONGMONT, CO OR				
140 TH WING/LGMT, AFB, BUCKLEY, AURORA, CO				

EMPLOYEE DATA

23. Veteran's Preference				24. Tenure	25. Agency Use	26. Veteran's Preference for RIF
1 - None	3-10-Point/Disability	5-10-Point/Other	6 - 10-Point/Compensable/30%	0-None	2-Conditional	YES
2 - 5-Point	4-10-Point/Compensable			1-Permanent	3-Indefinite	NO
27. FEGLI				28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule	33. Part-time Hours per Biweekly Pay Period	
				F		

POSITION DATA

34. Position Occupied	35. FSLA Category	36. Appropriation Code	37. Bargaining Unit Status
2	1. Competitive Service 2. SES General Excepted Service 3. SES Career 4. SES Career	E-Exempt N-Nonexempt	
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		
	LONGMONT, CO, BOULDER COUNTY		

40. Agency Data	41	42	43	44	49. Citizenship	50. Veterans Status	51. Supervis
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class		1. USA 2. Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE

Editions prior to 7/91 Are Not Usable after
6/30/93

PART D - Remarks by Requesting Officer

(Note to Supervisors:

Do you know of additional or contributing reasons for the employee's resignation/retirement?

YES

NO

If "YES", please state these facts on a separate sheet and attach to SF52)

This vacant position has been reviewed as required and I certify it to be accurately described and necessary

SIGNED: _____ (supervisor's signature)

VICE: Roy Rogers (retiring 31 Dec 2006)

MAX Military Grade: E-6/SSG

MTOE: Para & Line # (Army only) Para 0201 Line 008

Selecting Supervisor: 2LT John Doe

UIC: (Army only) W8AZAA

Area of Consideration: Limited to current members of the COARNG and those eligible to enlist

Announce as Technician Only

Contingent upon vacancy of incumbent

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8056 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8056 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a state agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.

Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

FOR REASSIGNMENT OR VOLUNTARY DOWN GRADE:

LOSING SUPERVISOR'S SIGNATURE _____

GAINING SUPERVISOR'S SIGNATURE _____

STATEMENT: If at the employee's request, must have a statement requesting change, with understanding the pay may be lower.

ENCLOSURE 4

Instructions For DMVA Form 12-2000 and DMVA Form 12-2001:

Use this form to implement an Employee Authorization (EA) move from one valid position to another valid position. Please put in date of move and fill in each line.

FAC - i.e. 22B100/Para line - i.e. 1210231

Pos. Title - title from PD or SPMD

MPCN Number - from SPMD

Vice - incumbent or "vacant"

Signature - must be signed by Unit or Section Commander.

ENCLOSURE 5

AGR EMPLOYEE AUTHORIZATION TRANSFER FORM

Losing Organization

DATE: _____

FAC (Air only) or PARA/LINE (Army only): _____

Position Title: _____

PD Number (from SPMD): _____

Vice: _____

AIR/CC Signature: _____

OR

ARMY Signature (ACOS): _____

Gaining Organization

DATE: _____

FAC (Air only) or PARA/LINE (Army only): _____

Position Title: _____

PD Number (from SPMD): _____

Vice: _____

AIR/CC Signature: _____

Or

ARMY Signature: _____

Send completed forms to HRO-AGR/DPM, Stop REV.

TECHNICIAN EMPLOYEE AUTHORIZATION
TRANSFER FORM

Losing Organization

DATE: _____

FAC (Air only) or PARA/LINE (Army only): _____

Position Title: _____

PD Number (from SPMD): _____

Vice: _____

AIR CC Signature: _____

Or

ARMY Signature: _____

Gaining Organization

DATE: _____

FAC (Air only) or PARA/LIN (Army only): _____

Position Title: _____

PD Number (from SPMD): _____

Vice: _____

AIR CC Signature: _____

Or

ARMY Signature: _____

Send completed forms to HRO-Classification, Stop REV